



# Application Checklist

## Traffic Impact Analysis (TIA)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Traffic Impact Analysis (TIA) requires a review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 12.09](#), and Ordinance 2019-50. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or [planning@georgetown.org](mailto:planning@georgetown.org)

### Digital Submission Requirements

New applications are only accepted one day per month. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

The City of Georgetown utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate *MyGovernmentOnline User Guide* available at <https://udc.georgetown.org/mygovernmentonline/>.

### Application Fee

Application fee will be assessed on the application submittal deadline. Fees must be paid by no later than noon (12 PM) on the Friday following the application submittal deadline. Failure to pay by the payment deadline will cause the application to be deemed incomplete and thus not filed. The application fee schedule is available at: <https://udc.georgetown.org/development-manual/>.

**NOTE:** Additional fees will be charged by the review body, based on a predetermined hourly rate and as discussed in the Scoping Meeting.

### Submittal Documents

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please review the Detailed Information section of this form for help in preparing each of these items.

- Application Information**
  - [Property Owner's Consent Form](#)
  - Letter of Intent (see Detailed Information section below)
  - Completed and signed Scope of TIA (valid only if within six (6) months from signed date)
  
- Traffic Impact Analysis (TIA)** (see Detailed Information section below)
  - Full PDF copy of TIA report
  
- HCSynchro Files** (All files must be zipped together)

## Detailed Information

The **Letter of Intent** shall include:

- Explanation as to how the request complies with the Georgetown Overall Transportation Plan ([available here](#)).

Important **TIA** information:

- Texas Department of Transportation (TxDOT) requirements shall be met when connecting to a state road system.
- If the Synchro analysis software is used in the intersection analysis, a corridor overview must be provided as well as the printout for the HCS analysis (Synchro can report HCS results).
- If the TIA requires data collection, turning movement counts must be completed for the subject property. Previously recorded data, TxDOT data, or data collected for any other project may NOT be used. In addition, the City will not accept data that was recorded in a previous year and had a growth factor applied. The percent of Heavy Vehicles must also be recorded.